## Soldier Participation Memorandum - Army Career Skills Program (CSP)

**AUTHORITY**: 10 U.S.C. 1143e - Employment assistance; DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness (USD(P&R)); DoD Instruction 1332.35, Transition Assistance Program (TAP) for Military Personnel; DoD Instruction 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members; Army Regulation 600-81, Soldier for Life-Transition Assistance Program; and Army Regulation 600-8-10, Leaves and Passes.

PURPOSE: To allow Commander to approve or deny participation in the Army Career Skills Program (CSP).

**ROUTINE USES: None** 

**DISCLOSURE:** Voluntary. However, failure to provide the requested information may result in the individual not being allowed to participate in the Army Career Skills Program (CSP).

PART I: SOLDIER				
1. RANK	2. NAME (LAST, FIRST MI)			
3. SOLDIER CURREI	LNT UNIT	4. EXPECTED SEPARA	ATION/ RETIREMENT DATE	
(Age 18-24, fir	CONSIDERED TO BE "AT-RISK"?  st term enlistment, involuntarily separating due to force d separation from active duty, or medical separation)	6. TYPE OF SEPARAT	TON	
7. SOLDIER CIVILIAN		8. SOLDIER PHONE NUMBER		
9. FIRST LINE SUPERVISOR NAME		10. FIRST LINE SUPERVISOR EMAIL		
PART II: PROGRA	M INFORMATION			
11. CSP PROGRAM NAME		12. START DATE	13. END DATE	
14. CSP TRAINING L	OCATION (GARRISON NAME OR FUL	LADDRESS OF OFF-PO	ST CSP)	
☐ YES, USE OF AD	G LOCATION OUTSIDE OF THE 50-MINISTRATIVE ABSENCE REQUEST PLETE PARTS III AND IV)			
16. CSP PARTNER C	OMPANY POINT OF CONTACT (NAM	IE/EMAIL/PHONE)		
standards and accountabi understand that my partici will fulfill all Career Readir request. I authorize the rel	intain satisfactory progress and attendance thro lity requirements. I have been counseled on the ipation in this program may be terminated at an ness Standards (CRS) requirements prior to CSF lease of my contact information to allow Army ro tary employment, following my transition from r	financial responsibilities, if any y time for unit mission requirem enrollment, and provide a come presentatives or CSP partners	r, associated with the program. I nents or disciplinary reasons. I pleted DD Form 2648 upon	
17. SOLDIER SIGNAT	URE	DATE		
1				

\* Information on the Army Career Skills Program may be found at:

https://home.army.mil/imcom/index.php/customers/career-skills-program

Company Commander Rank and Name	1		
Company Commander Rank and Name	]		
	Date	Compa	iny Commander Signature
PART IV: COMMAND DECISION FOR CS JCMJ Authority in Soldier's Chain of C			
approve this transitioning Soldier to participate in the separation/retirement as of the CSP start date. I continue of the CSP start date. I continue of the soldier has been a soldier is able to meet these demands. The Soldier unit mission requirements or disciplinary reasons. Ac	firm the Soldier has ful counseled on financial i understands that partic	Ifilled all CRS requirer implications of enrollme cipation in the CSP ma	nents, IAW AR ent in the CSP, if applicable. The ay be terminated at any time for
disapprove the request for this transitioning Soldier authority to approve/disapprove Soldier participation			
BN Commander Rank and Name	Date	BN Cor	nmander Signature
DMINISTRATIVE ABSENCE IS AUTHORIZED		ING 1-60 DAYS BY	
O-6 COMMANDER			
.DMINISTRATIVE ABSENCE IS AUTHORIZED ☐ COMMANDER W/ GENERAL COURT-			BY: COMMANDER DELEGEE
T COMMANDER W/ GENERAL COOK 1-		NEL OR HIGHER C	OWIMANDER DELEGEE
MARTIAL CONVENING AUTHORITY		e the use of Admir	
MARTIAL CONVENING AUTHORITY have reviewed/approved the Soldier's DA For articipate in an approved CSP at a location of een counseled on financial implications of uneet the demands. I have established commandministrative Absence. The Soldier has also Jun 20), the Administrative Absence include ompletion of CSP for Soldier to return to the dministrative out-processing requirements installation-level out-processing and final out or retirement dates will not be extended to all tending a CSP.	outside of a 50-mile atilizing Administra and and control actor provided an emerges travel time to their permanent duty in accordance with t, before the Soldie	e radius outlined in tive Absence for C countability for the gency point of con e CSP location and station to complet AR 600-8-101, to iter's separation or r	n Part II. The Soldier has SP attendance and can e Soldier while on tact. IAW AR 600-8-10 (dtd d sufficient time after e physical and nclude unit-level and etirement date. Separation
have reviewed/approved the Soldier's DA For articipate in an approved CSP at a location of een counseled on financial implications of uneet the demands. I have established command dministrative Absence. The Soldier has also Jun 20), the Administrative Absence include completion of CSP for Soldier to return to the dministrative out-processing requirements in installation-level out-processing and final out or retirement dates will not be extended to all	outside of a 50-mile atilizing Administra and and control actor provided an emerges travel time to their permanent duty in accordance with t, before the Soldie	e radius outlined in tive Absence for C countability for the gency point of con e CSP location and station to complet AR 600-8-101, to it er's separation or r ance, or to allow to	Part II. The Soldier has SP attendance and can Soldier while on tact. IAW AR 600-8-10 (dtd d sufficient time after se physical and nclude unit-level and etirement date. Separation

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